

USAID Macedonia Competitiveness Project is offering internship opportunity

The USAID Macedonia Competitiveness Project (MCP) is a five-year project, implemented by CARANA Corporation, that supports initiatives to stimulate foreign and domestic investment, capture higher value export markets, and generate significant numbers of new jobs for Macedonia. For more information on the activities of the USAID Macedonia Competitiveness Project, see www.mcp.org.mk.

The Competitiveness Project is looking for **one part-time intern** in the **Communication, Monitoring and Evaluation (M&E) Department**, to whom we offer a three months position, with a possibility for extension.

Specific tasks:

- Assist in maintaining Project web site with uploading content at Project web site;
- Assist in media outreach, media monitoring and press clipping;
- Assist in organizing logistics and provides technical support in organization of conferences, trainings, workshops, press conferences, meetings and other Project events;
- Assist in developing design and printing of printed materials, including brochures, leaflets, etc,
- Assist in MCP Monitoring and Evaluation processes - filling in questionnaires, indicators data collection, entering data in database, and maintenance of the Project database

Qualifications & Skills:

- Education: university degree in computer science or related fields
- Strong computer skills: i.e. Knowledge and ability to work with advanced data management software applications, and basic web and graphic design software applications. Advanced knowledge in text processing and spreadsheet applications is required.
- Very good command of both written and spoken English;
- Very good organisational, analytical, interpersonal and communication skills;
- Experience in working with an international and non –government organizations would be an advantage;
- The applicant should be well motivated and prepared to work in a fast paced environment and be a part of a dynamic team.

How to apply: Applications should be submitted at www.mycareer.com.mk web portal, with a letter of interest and a detailed CV in English.

Deadline for the submission of applications: August 31, 2011.

Applicants will be short-listed on the basis of their CVs, and short-listed candidates will be invited for an interview.

No phone calls please.